

Position Descriptions
For the
Loudoun Education Alliance of Parents
Executive Committee Officers

Officers

- a. The officers of this ALLIANCE shall be a president, first vice-president, second vice-president, secretary and treasurer. The past president shall serve on the Executive Committee for one year as an advisor.
- b. Officers shall be elected by ballot no later than the regular meeting in May and shall assume their duties at the close of this meeting.
- c. All officers shall perform their duties as specified in these Bylaws and Standing Rules. Officers shall deliver to their successors all official material immediately following the meeting at which their successors are elected.

POSITION DUTIES

1. The President

Duties listed in Bylaws:

- a. shall preside at all meetings of the ALLIANCE when present;
- b. shall sign, with the treasurer, all orders on the treasury;
- c. shall coordinate the work of the officers and committees;
- d. may call "special meetings" upon request of a majority of delegates or as deemed necessary by the President or Executive Committee;
- e. may appoint "special committees" when deemed necessary by the Executive Committee;
- f. may appoint a parliamentarian to advise the Executive Committee when deemed necessary;
- g. shall represent the ALLIANCE in all matters of business or appoint a member of the Executive Committee to do so as needed;
- h. shall perform any other duties as specified in the Standing Rules.

The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.

List of Other Duties:

Pre-school Year Preparation:

- Call meetings with the LEAP Board during the summer to finalize topics for next year.
- Write and distribute an introductory letter to all school Principals and PTA/PTO presidents (two separate letters) that includes:
 - Overview and calendar of the topics for the year
 - LEAP Registration form

During School Year Administration:

- Attend monthly preparation meetings with VP(s) of Programs, if available, to provide input and/or support for obtaining guest speakers
- Prepare a “pre-announcement” notice one week in advance of each meeting, to include the topic for discussion and the presenters as known at that time.
- Send “pre-announcement” notice to Secretary for distribution to all LEAP delegates, School Principals and LCPS Administration (for posting on LCPS website). The pre-announcement notice should be distributed via e-mail no later than the Friday before the next meeting.
- Prepare meeting agenda from information provided by VP(s) of Programs
- Make copies of agenda (50-75) to distribute at the meeting
- Review and respond to draft meeting minutes from Secretary in a timely manner.
- Assist VP Communications with website maintenance/content as required.
- Respond to questions relayed to Board via website leap.news@gmail.com.

During Meeting (general guidelines):

- Introduce LEAP Board members for monthly business meeting
- Introduce guest speakers (prepared from information obtained from each speaker by VP Programs)
- Main duty during the meeting is to function as “Master/Mistress of Ceremonies” i.e., keep meeting on schedule, and maintain general control of discussions in the event that the audience gets “off track.”
- Manage Question and Answer portion of the meeting, with the goal to allow as many questions as time permits. It is the President’s responsibility to keep the meeting on track, encourage discussions (without “arguments”) and maintain a generally neutral position on subject matter as meeting moderator.

2. The First Vice-President (Vice President of Communications)

Duties listed in Bylaws:

- a. shall preside at all meetings of the ALLIANCE in the absence of the president;
- b. shall assist the President as deemed necessary;
- c. shall serve as chairman of the Communications Committee, as outlined in the Standing Rules;
- d. shall perform any other duties as specified in the Standing Rules.

List of Other Duties:

Pre-school Year Preparation:

- Contact and obtain from the LCPS Public Information office the LCPS Guide & Directory for the upcoming school year for each LEAP delegate folder (approx. 80).
- Prepare LEAP delegate folders for each Loudoun County public school (one per school), Superintendent Dr. Hatrick, Assistant Superintendent, Sharon Ackerman and Public Information Officer Wayde Byard, in coordination with the Secretary.
- Prepare documents for distribution to delegates along with the folders, including magnets listing current school year program schedule, business cards and nametags for the Executive Committee, and nametags for delegates, in coordination with the Secretary.
- Obtain from the LCPS Public Information office the most current media contact list
- Contact local newspapers and media to introduce yourself and your position with the LEAP and obtain their deadline dates.
- Coordinate meeting announcements and publication with Wayde Byard.
- Contact the LCPS Website Administrator to obtain access, general instructions and a password in order to post the approved monthly meeting minutes on the LEAP section of the LCPS website.

During School Year Administration:

- Review and respond to draft meeting minutes from Secretary in a timely manner.
- Each month, prepare a calendar listing item/announcement for media outlets of the upcoming LEAP meeting topics and times or send them the LEAP Program Schedule at the beginning of the school year.
- Send meeting minutes to the media via fax, or email.
- Post minutes after receiving the President's approval to the LEAP section of the LCPS website.

During Meeting (general guidelines):

- Take notes during the meetings (as backup for Secretary)
- Additional ad hoc item: help to distribute handouts to delegates and all others in attendance at the meetings.

3. The Second Vice-President (Vice President(s) of Programs)

Duties listed in Bylaws:

- a. shall preside at all meetings of the ALLIANCE in the absence of both the President and First Vice-President;
- b. shall serve as chairman of the Programs Committee, as outlined in the Standing Rules;
- c. shall perform any other duties as specified in the Standing Rules.

List of Other Duties:

Pre-school Year Preparation:

- Meet with LEAP Board to determine topics and calendar
- Outline and research possible speakers for the year's topics
- Meet with LCPS Information Officer (currently Wayde Byard) to outline and research possible speakers for the year's topics
- Work to finalize speakers for September meeting
- In spare time, read newspapers or online articles pertaining to education and current events affecting children.
- Talk to professional and nonprofessional people about current events important to education or children in general.

During School Year Administration:

- Consult with co-VP or President on monthly basis to determine the next month's speakers
- Meet and work with LCPS Information Officer (Byard) on monthly basis to review upcoming speakers
- Contact and invite speakers. Obtain presentation media requirements from each speaker.
- Outline program format and forward to speakers and President for inclusion in meeting agenda.
- Obtain bio information from speakers for President to use during speaker introductions.

- Forward speaker information and a biographical brief to LEAP President in advance of the meeting.

During Meeting (general guidelines):

- Greet speakers and assist them with any handouts, etc.
- In absence of President, introduce speakers at the beginning of program
- Assist LEAP President as needed.

4. The Secretary

Duties listed in Bylaws:

- a. shall record and maintain the minutes of all meetings of the ALLIANCE;
- b. shall conduct correspondence as requested by the Executive Committee;
- c. shall maintain an accurate roster of the names and addresses of the member school parent groups and their leadership;
- d. shall maintain an accurate roster of the names, addresses and email addresses of the delegates of the ALLIANCE.
- e. shall perform any other duties as specified in the Standing Rules.

List of Other Duties:

Pre-school Year Preparation:

- Become familiar with the format of the LEAP Meeting Minutes.
- Update/revise the master list of schools and contacts (i.e., Principal, PTA/PTO President, add new schools, etc.)
- Assist VP Communications with delegate documents preparations for distribution to along with the folders, including magnets listing current school year program schedule, and nametags.
- Assist VP Communications in preparing business cards and nametags for the Executive Committee.
- Assist President with distribution of beginning of year letter to all schools.
- Update LEAP.news@gmail.com account to designate president's email address for auto-forwarding of emails from delegates. (Note: President's email address not visible to delegates.)

During Meeting (general guidelines):

- The Secretary brings a printout of the master file to be used as the sign-in sheet for the LEAP meeting. This ensures that the delegates have the most up-to-date information whether their school is current with dues.
- The master file only indicates the named delegate and alternate as provided by each school. It is not intended to maintain a running list of all meeting attendees.
 - If a name has been written in on the attendance form at the meeting, but the school has NOT paid, then that would indicate someone who attended the meeting, but is not a voting delegate.
 - If a name has been written in for a school that has PAID and has a delegate listed, then that would indicate someone either filling in for a delegate that month, or a guest attendee.
 - A blank sheet should be available for guest attendees to sign-in
- Take good, detailed notes during the meeting!
- At the end of the meeting the master attendance list is kept by the Secretary to maintain the full attendance list at all meetings.
- **During School Year Administration:**
- Prepare a draft of the meeting minutes. Distribute to LEAP President and VP Communications for review and approval.
 - After approval, disseminate meeting minutes to all named LEAP delegates. The main method of dissemination is e-mail via LEAP.news@gmail.com. (The VP for Communications is responsible for posting the meeting minutes on the LCPS website.)
- Maintain the current names and e-mail addresses for all LEAP delegates and School Principals.
- Send “pre-announcement” notice received from President via LEAP.news@gmail.com to all LEAP delegates, School Principals and LCPS Administration (for posting on LCPS website).
- Answer questions from delegates regarding meetings (i.e., RFI’s for upcoming meetings or what was covered at a previous meeting).
- The Secretary receives the Delegate Registration Form from the Treasurer. The Secretary updates the master roster with each delegate name(s) and e-mail from the registration form and indicates the school has paid.
- Maintain original forms for school dues and list of delegates for the record.
- Keep record of all meeting agendas, notes, reports, and approved minutes.

5. The Treasurer

Duties listed in Bylaws:

- a. shall manage the treasury of the ALLIANCE, including but not limited to: collecting funds due the ALLIANCE; keeping an accurate account of all monies and signing all orders of the treasury, along with the President;
- b. shall report the financial status of the ALLIANCE at each monthly meeting;
- c. shall produce an annual financial report of the ALLIANCE at the May meeting and present the books for audit at the close of the fiscal year;
- d. shall perform any other duties as specified in the Standing Rules.

Other Bylaws Information:

- Annual dues for membership in the ALLIANCE, as stated in the Standing Rules shall be payable on or before October 31. Special assessments may be required from time to time as approved by the delegates upon recommendation of the Executive Committee.
- The fiscal year of the ALLIANCE shall begin on July 1 and end on the following June 30.
- An audit Committee shall be appointed by the Executive Committee prior to the May meeting and shall prepare a written report within thirty days of the close of books on June 30.

List of Other Duties:

Pre-school Year Preparation:

- The President sends a letter to all schools with an attached Delegate Registration Form.
- Treasurer should designate/update his/her mailing address to be included on the Registration Form and the LEAP website.
- The Registration Form is to be returned along with delegate dues to the Treasurer at his/her designated mailing address after receipt of the letter and registration.

During School Year Administration:

- The responsibility for keeping track of the delegates and dues falls as a joint responsibility for the Treasurer and Secretary.
- The following describes the flow of information between Treasurer and Secretary:
 - Dues are sent to the Treasurer along with the registration form sent to all schools at the beginning of the year.
 - The Treasurer updates the Treasurer's report indicating payment from the school. The Treasurer may keep a tally of which/how many schools have paid dues.

- The Treasurer then gives the registration form to the Secretary
- The Secretary updates the master roster with each delegate name(s) and e-mail from the registration form and indicates the school has paid.
- Treasurer's Files
 - The Treasurer should keep a reference to the check number used by each school to pay the annual dues. There have been times when schools require this information.
 - Some schools/delegates also may request a receipt for their dues to enable a delegate to be repaid. The process has been to send an e-mail "receipt" when requested which states the check number, date and indication that the dues have been paid.
 - If the school has PAID dues, but there is NO delegate listed, that means that either a check was provided without a registration form and/or the form was not filled in with a delegate name.
 - To ensure LEAP has all delegate names on file the Treasurer should contact the school/PTA/PTO after receipt of funds without a form and ask if there are named delegates. If no delegates are named, then that should be indicated on the master file maintained by the Secretary.
- Between meetings the Treasurer
 - receives the Bank Statement
 - reconciles debits and credits
 - prepares the current month financial report
 - Reimburses and pays outstanding bills - mainly for meeting refreshments. Checks can either be written during the meeting, mailed to the person who has paid for refreshments, or held for the next meeting.

During Meeting (general guidelines):

- After the President does a general greeting, the Treasurer provides a current financial report to the meeting attendees.
- A hardcopy is provided to the President and Secretary for the LEAP files. This can either be provided at the meeting, or in advance via e-mail.